

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library, SLO City-County	(2) MEETING DATE 1/12/2016	(3) CONTACT/PHONE Christopher Barnickel 781-5785	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 377 – Library to delete a vacant 1.00 FTE Library Driver Clerk and add 1.00 FTE Administrative Assistant. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by deleting a vacant 1.00 FTE Library Driver Clerk and adding a 1.00 FTE Administrative Assistant.			
(6) FUNDING SOURCE(S) FC 377 - Library	(7) CURRENT YEAR FINANCIAL IMPACT Approx. \$2,000 in salary savings	(8) ANNUAL FINANCIAL IMPACT Approx. \$4,000 in salary savings	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Library, SLO City-County / Christopher Barnickel
781-5785

DATE: 1/12/2016

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library to delete a vacant 1.00 FTE Library Driver Clerk and add a 1.00 FTE Administrative Assistant. All Districts.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by deleting a vacant 1.00 FTE Library Driver Clerk and adding a 1.00 FTE Administrative Assistant.

DISCUSSION

In May of 2014, the Library's bookmobile services were discontinued because that vehicle was no longer in compliance with the California Air Resources Board restrictions on emissions. In addition to the elimination of the Library's bookmobile, the majority of library materials are now being delivered by courier services. These changes resulted in reduced driving duties for the Library Driver Clerk and increased library processing responsibilities more aligned to the Administrative Assistant classification. Eliminating the Library Driver Clerk position, which requires a specific skillset including the possession of a Commercial Class B driver license, and adding an Administrative Assistant will allow the Library to fill the position from a much larger pool of candidates. The hiring of an additional staff member with a broader skill set will serve to meet the future needs of the library's Support Services Division and the library system as a whole.

OTHER AGENCY INVOLVEMENT/IMPACT

The Library coordinated with the County Administrative Office and the Human Resources Department during this process and both approve the recommended change. The Human Resources Department prepared the resolution. San Luis Obispo County Employees' Association supports the recommended change.

FINANCIAL CONSIDERATIONS

The anticipated net annual cost savings is approximately \$4,000.

RESULTS

Deleting the 1.00 vacant Library Driver Clerk position and adding a 1.00 FTE Administrative Assistant position more closely aligns the duties to be performed by this position with the correct classification. It also provides the Library with more flexibility and a broader pool of applicants from which to hire resulting in improved services throughout the Library system.

ATTACHMENTS

1. PAL Resolution